# Annexure E

Volunteer Reference Checking Form

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| **Volunteer Name** | **Parish/Entity/Agency** | **Date** |
|  |  |  |

**Write N/A if not applicable.**

**Has the new volunteer:**

* Been provided with a volunteer engagement letter and list of duties?
* Been provided with a copy of the Diocesan Code of Conduct?
* Been shown how and where to access Work Health & Safety Guidelines?
* Been shown how and where to access Diocesan policies?
* Had explained to them their obligations under WHS legislation and Child Protection (if required)?

**Have we:**

* Communicated the appointment to others in the team?
* Set up a desk/computer/tools/workspace for the volunteer, as required?
* Shown the volunteer any emergency exits; emergency evacuation procedure; first aid?
* Shown the volunteer where the lunch room is and where tea and coffee are kept, where the toilets are etc;
* Issued the volunteer with any equipment? Please list:

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| **Parish representative signature** | **Volunteer signature** |
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| Volunteer signature: |
| Parish representative signature: |
| Date: |

**This form is to be kept on the volunteers personnel file.**